

Assistant Director, OCU
Chief, CIA Library
Chief, Reference Branch

15 November 1948

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Award for Superior Accomplishment for [redacted]

REFERENCE(A) Administrative Instruction No. [redacted], dated 14 June 1948

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1. In accordance with the provisions of Reference A, Paragraph 5a(2), it is recommended that [redacted] be awarded a within-grade promotion commensurate with the degree of his superior accomplishment. [redacted] has initiated a method to improve the public service and to provide for more economical operation in the public interest.

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2. [redacted] has combined the process of xerography with the microfilm reader to produce on-the-spot enlargements of selected microfilm. [redacted] without the need for standard photographic supplies or darkroom. As microfilm librarian, [redacted] recognized the deficiencies of traditional methods of producing enlargements of microfilm. Hitherto, dependence on centralized photographic services has retarded library service to Agency research personnel by requiring that all microfilm enlargements be handled through one system inherently slow. Although it was known that the Air Materiel Command at Wright Field had been enlarging microfilm on to specially constructed xerographic plates, Mr. [redacted]'s combination of the process with a microfilm reader was the first instance of this application known to this office or to Haloid Company's Washington office.

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3. Xerographic enlargement involves the installation of a simple plate-holder attachment on the back of a Diebold microfilm reader to hold the electrically-charged xerographic plate in the focal plane. By reversing one mirror in the reader the image is projected on to the plate. The plate is given an instantaneous exposure using the 200-watt bulb in the reader. Development of the plate is the same dry process which distinguishes xerography from traditional photography. The more satisfactory enlargements are obtained from positive film because of the smaller proportion of black in the image. However, [redacted] has produced acceptable enlargements from negative film, a process Haloid's representative said could not be done.

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4. [redacted]'s combination of two pieces of available equipment has provided a new economical service for the CIA Library and made it less dependent on traditional reproduction methods. This process makes it possible for each office possessing microfilm files to have its own enlarging facilities at a cost of little more than the monthly rental (\$15.00) of the "Xerox Copier". The savings in photographic supplies and services to be gained by the Agency through the use of [redacted] idea will most certainly be substantial.

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